

**SUMMARY OF THE  
ON-SITE ASSESSMENT COMMITTEE MEETING  
SEPTEMBER 11, 2002**

The On-Site Assessment Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Wednesday, September 11, 2002, at 1:00 p.m., Eastern Daylight Time (EDT). Chairperson pro tem William Ingersoll of the U.S. Navy (NAVSEA) Programs led the meeting. The Agenda is given in Attachment A. A list of Action Items is given in Attachment B. A List of Participants is given in Attachment C. The purpose of the meeting was to address items of importance identified in the Agenda.

**INTRODUCTION**

Mr. Ingersoll called the meeting to order by taking attendance and reviewing the agenda.

**REVIEW OF MINUTES**

The minutes from the August 28, 2002, teleconference were reviewed and approved as amended.

**STATUS OF ACTION ITEMS**

- Mr. Ingersoll led the teleconference in Alfredo Sotomayor's absence.
- The Committee will discuss proposed definitions for the terms "observation", "findings", and "deficiency" later in this teleconference.

**PROPOSED DEFINITIONS**

The Committee discussed the proposed definitions for "observation", "finding", and "deficiency" that Mr. Sotomayor sent, which may be viewed in Attachment D. Discussion ensued concerning the definitions, which the Committee decided required further discussion.

**ASSESSOR'S ELECTRONIC FORUM**

Mr. Friedman announced that registration for the forum would be completed online.

The Committee discussed a few of the presentations for the forum that have been submitted. Many of the members who have prepared presentations were not at the teleconference; therefore, their presentations will be discussed at the next teleconference. Discussion ensued and comments were suggested regarding presentations in which the creator was present. Charles Dyer will take the comments concerning his presentation on the Chapter 5 checklist under advisement and make the necessary changes. Jack Hall will do the same concerning his presentation on reporting deficiencies and findings.

**FUTURE MEETINGS**

The next teleconference will be on Friday, September 27, 2002, at 1:00 p.m. EDT.

**ADJOURNMENT**

Mr. Ingersoll adjourned the meeting, as there was no further business to discuss.

**ATTACHMENT A**

**AGENDA  
ON-SITE ASSESSMENT COMMITTEE MEETING  
SEPTEMBER 11, 2002**

1:00 – 1:05	Attendance
1:05 – 1:10	Status of Action Items Approval of Past Minutes
1:10 – 1:30	Glossary Definitions
1:30 – 2:30	Assessors' Electronic Forum

\*Logistics  
\*Presentations

**ACTION ITEMS  
ON-SITE ASSESSMENT COMMITTEE MEETING  
SEPTEMBER 11, 2002**

<b>Item No.</b>	<b>Date Proposed</b>	<b>Action</b>	<b>Date to be Completed</b>
1	9/11/02	Mr. Dyer and Mr. Hall will take the comments concerning their presentations for the forum under advisement and make the necessary changes.	9/27/02
1	8/28/02	Mr. Sotomayor will speak with Mr. Friedman concerning the logistics of the forum.	9/27/02
2	8/14/02	The Committee will produce the final list of topics for the forum.	9/27/02
3	7/31/02	Dr. Siegelman will help craft a presentation comparing the 2000 and 2001 Standards for the assessors' forum.	10/1/02
4	7/31/02	Mr. Hickman will ask Dr. Jackson, New York State Department of Health, to give the presentation regarding the implementation of changes to the Standards at the forum.	9/11/02
5	7/31/02	The Committee will discuss proposed definitions for the terms "observation," "finding," and "deficiency."	10/23/02
6	6/26/02	Presenters for the assessors' electronic forum will submit all presentation materials to Mr. Friedman for quality control.	10/1/02

**PARTICIPANTS  
ON-SITE ASSESSMENT COMMITTEE MEETING  
SEPTEMBER 11, 2002**

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## **ATTACHMENT D**

**Deficiency:** See Finding

**Finding:** an assessment conclusion identifying a deviation from a NELAC Standard requirement that results in a significant negative effect on data quality and requires documented corrective action. An assessment finding is supported by objective evidence and must be referenced to the NELAC Standards. (NELAC)

**Observation:** the act of documenting, supported by specific examples, a comment, remark or data that does not result in a significant negative effect on data quality and does not require documented corrective action. An observation may or may not be referenced to a NELAC standard requirement. (NELAC)